

AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE & SERVICES

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mappings services of an A/E nature and mappings services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.



DIVERSE BUSINESS SYSTEMS

**Diverse Business Systems, Inc.
7590 Paragon Road, Suite 200
Dayton, Ohio 45459
(937) 438-5062**

www.diversebusinesssystems.com

Contract Number: GS-35F-0246S

Period Covered by Contract: February 22, 2006 through February 21, 2021

General Services Administration
Federal Acquisition Service

Pricelist current through Modification PO-0017, dated February 22, 2016.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsadvantage.gov>).

CUSTOMER INFORMATION:

1. Awarded Special Item Number(s):

SIN	Description
132-51	Information Technology Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.
- 1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 8.
2. Maximum Order: \$500,000
3. Minimum Order: \$100
4. Geographic Coverage: Domestic
5. Point of Production: N/A
6. Prices Shown Herein are Net (discount deducted)
7. Quantity Discount: 1% on all single task orders greater than \$200,000.00
8. Prompt Payment Terms: 2% 15 Days/Net 30
9. **Government Purchase Cards** are accepted above the micro-purchase threshold.
10. **Foreign Items:** None
11. **Time of Delivery:** Diverse Business Systems, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order.
- 11b. **Expedited Delivery:** Consult with Contractor
- 11c. **Overnight/2-Day Delivery:** Consult with Contractor
- 11d. **Urgent Requirements:** Consult with Contractor
12. **FOB Point:** Destination

- 13. OrderingAddress:** Diverse Business Systems, Inc.
Attn: GSA Orders
7590 Paragon Road, Suite 200
Dayton, Ohio 45459
- 14. Payment Address:** Diverse Business Systems, Inc.
Attn: Accounts Receivable
7590 Paragon Road, Suite 200
Dayton, Ohio 45459
- 15. Warranty Provisions:** Contractor's Standard Warranty
- 16. Export Packing charges:** Not applicable
- 17. Terms and conditions of Government Purchase Card Acceptance:** Contact Diverse Business Systems, Inc. for terms and conditions of Government Purchase Card acceptance.
- 18. Terms and conditions of rental, maintenance, and repair:** Not applicable
- 19. Terms and conditions of installation:** Not applicable
- 20b. Terms and conditions of repair parts:** Not applicable
- 20b. Terms and conditions for any other services:** Not applicable
- 20. List of service and distribution points:** Not applicable
- 21. List of participating dealers:** Not applicable
- 22. Preventive maintenance:** Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
Not applicable
- 24b. Section 508:** Contact Diverse Business Systems, Inc. for compliance information. The EIT standards can be found at: <http://www.section508.gov>
- 25. DUNS Number:** 155081933
- 26.** Diverse Business Systems, Inc. is registered in the System for Award Management (SAM) database.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

******NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time -and- Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

Labor Category	GSA Hourly Rate
Business Systems Administrator	\$23.24
IS Manager	\$75.64
Junior Technical Writer	\$40.20
Help Desk Operator I	\$91.30
Senior Software Engineer	\$96.67
Systems Analyst III	\$122.45
Network Support Technician II	\$102.03
Web Developer I	\$75.69

LABOR CATEGORY DESCRIPTIONS

TITLE	JOB DESCRIPTION	EDUCATION/WORK EXPERIENCE
Business Systems Administrator	A business analyst is a skilled consultant that provides analysis, definition, and direction to development and maintenance activities. Ensures correct business functionality, and that requirements and industry standards are addressed and maintained. Manages and maintains contracts and business agreements as well as security requirements. Evaluates a business' technical support needs and instigates any changes or upgrades as needed.	A Bachelor's degree in a related field plus a min of 5 years work experience. Degree qualification can be replaced by 5 years experience. Management experience required.
IS Manager	Directs and coordinates activities of IS department or team. Consults with management to determine data processing requirements. Applies knowledge of system capacity to determine feasibility of projects. Maintains current knowledge of new hardware and software and recommends upgrading to maintain efficient operation. Schedules and assigns work to programmers. Performs analysis of department production and redesigns workflow if appropriate.	A Bachelor's degree in a related field plus a min of 5 years work experience. Degree qualification can be replaced by 5 years experience. Management experience required.
Junior Technical Writer	Writes technical manuals, standards, procedures, safety guides, project reports, contracts, proposals, requests for proposals, job descriptions, and marketing materials. Manage and edit existing documents, and manuals. Documents projects from inception to completion providing status reports as needed. Has knowledge of work processing, graph making and data collection software.	Associate Degree in related field or 2 years hands on experience
Help Desk Operator Level I	Resolves user computer software and hardware problems. Determines source of specific errors and recommends solutions. Able to diagnose programming problems, explain problems or to recommend solution to problem. Possesses software knowledge and working knowledge of hardware and hardware configurations. Skilled installing and maintaining desktops and laptops as well as prewritten software packages.	Associate Degree in a related field plus a min of 2 years work experience. Degree qualification can be replaced by 3 years experience.

TITLE	JOB DESCRIPTION	EDUCATION/WORK EXPERIENCE
Senior Software Engineer	Researches, designs, and develops computer software systems in conjunction with hardware product development. Applies principles of computer science, engineering, and mathematical analysis. Consults with Hardware Engineers to evaluate interface between hardware and software. Provides leadership for team members and delegates responsibility as required. Produces reports and documentation as needed.	A Bachelor's degree in a related field plus a min of 8 years work experience. Degree qualification can be replaced by 5 years experience.
Systems Analyst III	Designs and implements information systems, modifies systems to improve production or work flow, or expand systems to serve new purposes. Performs analysis of systems development and multiple phases of the development life cycle. Evaluation of business procedures and problems. The analysts also coordinate the development of test problems to debug the system and participate in trial runs of the systems. They also may determine what computer hardware and software will be needed to set up the system.	A Bachelor's degree in a related field plus a min of 6 years work experience. Degree qualification can be replaced by 5 years experience.
Network Support Technician II	Perform tasks that ensure computers and computer network components work together. Creates, maintains, and develops computer networks. Possesses knowledge of client/server systems, internet connectivity, systems security, hardware and software installation and maintenance. Responsible for security authentication, access control, auditing and theft or malicious activity prevention. Performs computer component repair and replacement, security, software installation, cabling installation, wireless installation, and network communication troubleshooting. Provides technical assistance and training to computer users.	A Bachelor's degree in a related field plus a min of 4 years work experience. Degree qualification can be replaced by 5 years experience.
Web Developer I	Designs and creates Web Sites, Web Interfaces, develops layout designs and concepts, performs maintenance and updates on existing Web Sites, ensures compliance with required standards. Coordinates development with Web Communications Group. Creates and modifies graphics/images, integrates and maintains sites with database applications. Troubleshoots, tests web pages.	Associate Degree in a related field plus a min of 2 years work experience. Degree qualification can be replaced by 3 years experience.

"Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately."